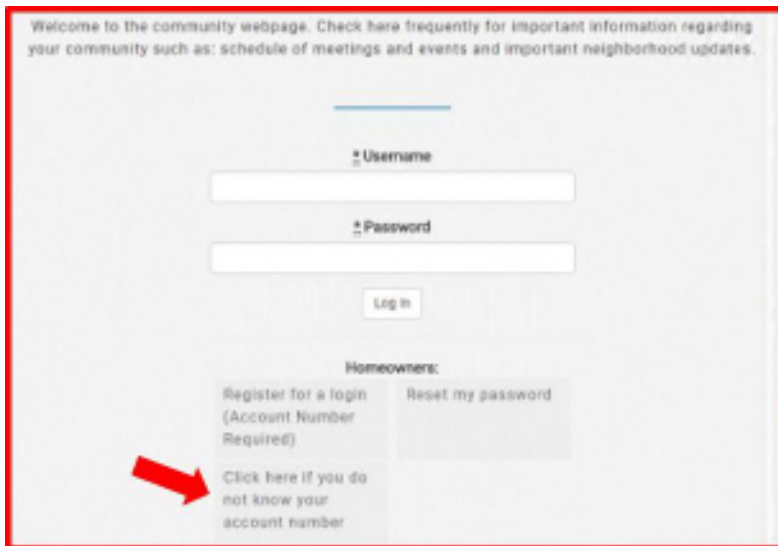


## Registering to Use Your Community Website

**Account Number:** Your account number can be found on your payment coupon book, if you have one. If you need an account number, click on **Click here if you do not know your account number** at the bottom of the home page (*see arrow, below*). An account number will be emailed to you shortly.



**Home page; Request an account number.**

Please contact [assessments@lelandmanagement.com](mailto:assessments@lelandmanagement.com) if you have any questions about obtaining your account number.

### Getting Started – Registering for Website Login Information

**You will need:** the web address of your community and your account number. If you don't have an account number, please see above. If you don't know the web address for your community, here's how you get it.

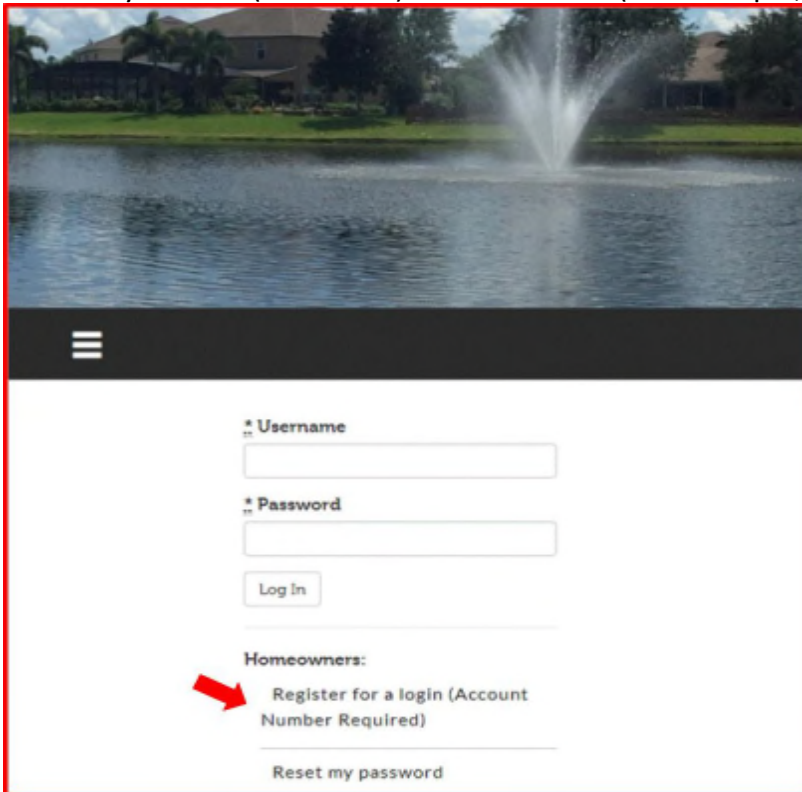
#### To get started:

Go to the Leland Management Resident Portal. Click on this link, or copy this address into your browser window. <https://www.lelandmanagement.com/contents/resident-portal>.



### ***Leland Management Resident Portal page.***

In the Resident Login box, click in the white area and type in the first four letters of your community's name (see arrow). Then click Go. (For example, Avalon Park would be AVAL.)

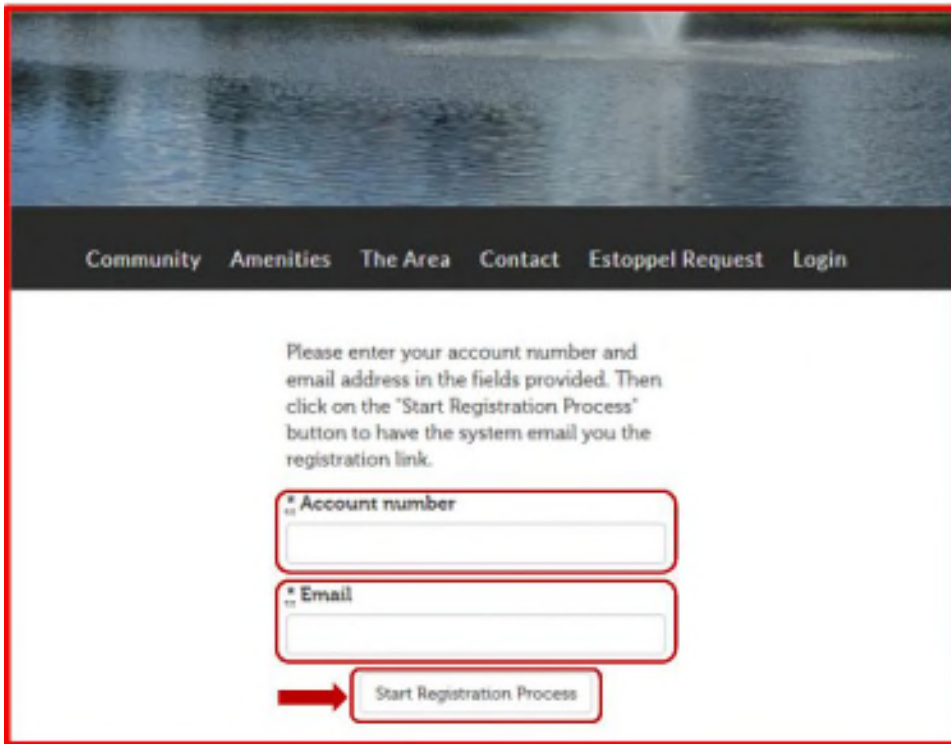


***Website Home Page. Your community may appear differently. Register for a user name and password from here. If this is your first time visiting the site, you must register for a login; if you have already done this then simply use your user name and password to log in.***

When you click go, the home page for your community will appear. Click on your community if there's more than one choice.

To register for a login on your community website, you will need your account number. When you register, you will have the opportunity to establish your preferred user name and password to use the community website.

Under **Homeowners**: click on Register for a login (Account Number Required). (See *arrow, above.*) The next window will allow you to enter your account number and email address to continue your registration.



The image shows a screenshot of a website registration page. At the top, there is a dark navigation bar with white text links: "Community", "Amenities", "The Area", "Contact", "Estoppel Request", and "Login". Below the navigation bar, the main content area has a white background. It contains a paragraph of text: "Please enter your account number and email address in the fields provided. Then click on the 'Start Registration Process' button to have the system email you the registration link." Below this text are two input fields. The first is labeled "\* Account number" and the second is labeled "\* Email". Both fields are empty. Below the input fields is a button labeled "Start Registration Process". A red arrow points to the left side of the button.

***Website Account number page. Your community home page will appear differently.***

Enter your account number. In the next box, enter your valid email address. If there is more than one contact, you must specify the contact name. When you have entered both your account number and email address and contact name if necessary, click Start Registration Process.

**NOTE:** If more than one person is listed as the owner, the select a contact screen will appear:

Please select a contact.

Please enter your account number and email address in the fields provided. Then click on the "Start Registration Process" button to have the system email you the registration link.

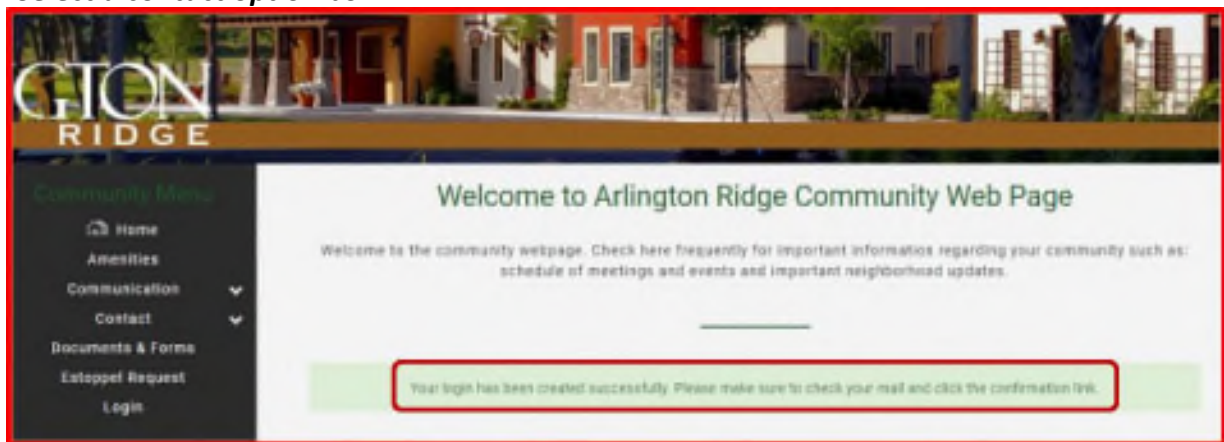
\* Account number

\* Email

\* Contact

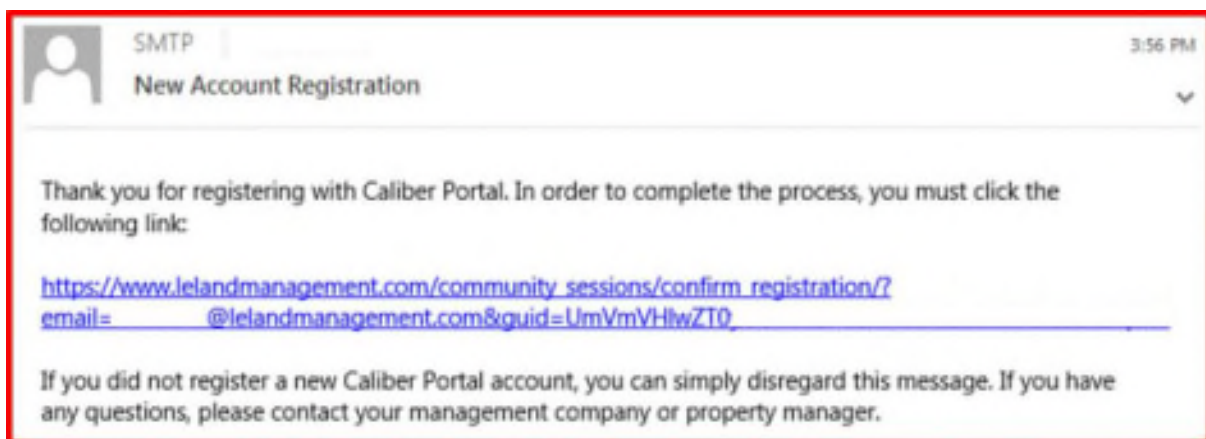
Start Registration Process

**Select a contact option box.**



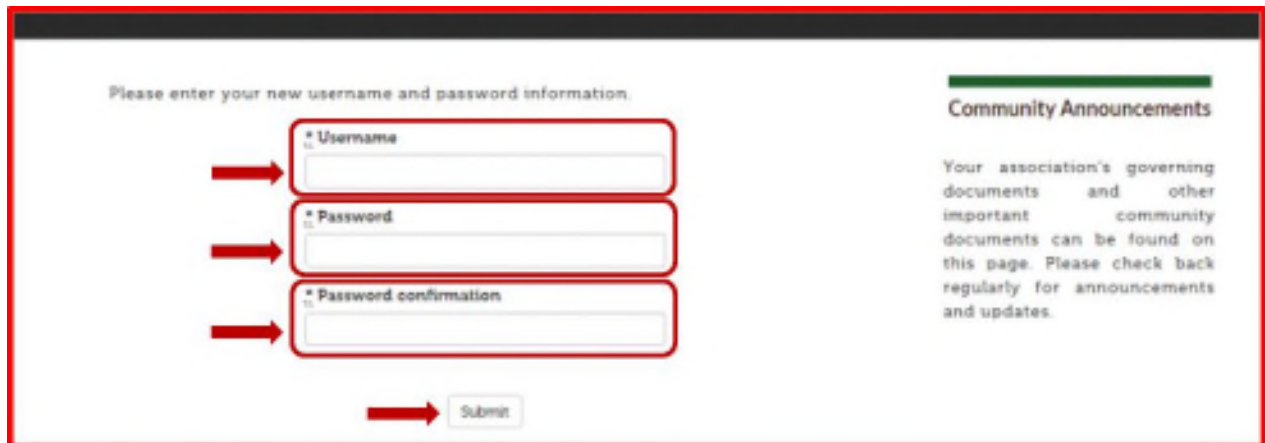
**Notice of login created and email sent. This example uses Arlington Ridge as the community.**

When you click Start Registration Process, you will receive an email. The email will contain a link. Go to your email account, and click on the link in the email.



**Email containing registration link.**

The link returns you to the community website login page. On this page, enter the user name and password you want to use to login to the website. As with all websites and internet information, keep your user name and password in a secure place. There are no minimum character requirements; we recommend at least 6 characters, at least one capital letter, and one numeric character in both the user name and password. If you prefer to use your email address as your user name, that is acceptable.

A screenshot of a web page for user registration. The page has a white background with a dark header. The main content area contains a form with three input fields: "Username", "Password", and "Password confirmation". Each field has a red arrow pointing to it from the left. Below the fields is a "Submit" button with a red arrow pointing to it from the left. To the right of the form is a section titled "Community Announcements" with a green header bar. Below the title is a paragraph of text: "Your association's governing documents and other important community documents can be found on this page. Please check back regularly for announcements and updates." The entire form area is enclosed in a red rectangular border.

***The Username, Password, and Password confirmation window.***

Enter the user name and password you would like. Confirm by typing your password a second time. The passwords must agree. User names are **NOT** case-sensitive; passwords **ARE** case-sensitive.

When finished, click Submit to reach the resident area of the website. This registers your user name and password for future use.

This page can also be used to reset your password if you've misplaced or forgotten it and to register for the website as a lessee or tenant. You can change your user name and password choices at any time after you've registered. To change your user name or password or both, use the **Edit Info** page under **Account Info** in the left or top navigation menu.

**Please note, if you have more than one association or more than one property you will need to register for each account.**